

Career Competencies Checklist

- **Competency** *n.* (kom-pe-ten-si) - from competence. 2. **Ability, skill, fitness. Well qualified, capable, fit.** (Webster's New World Dictionary of the American Language)
- **Use the following checklist** to make sure that you develop the competencies that employers seek, document them on your resume, and provide specific examples of them during your interviews.

Interpersonal Skills

- Relationship Development
- Respect for Individual and Cultural Differences
- Consulting Others/Cooperation
- Negotiation
- Accomplishing Tasks
- Delegation

Critical Thinking Skills

- Identifying Problems
- Gathering Evidence through Research
- Evaluating Options
- Deriving Correct Conclusions
- Prioritizing Tasks
- Utilizing Knowledge/Judgment

Self Management Skills

- Ethical Behavior
- Responsible Citizenship
- Time Management
- Adapting to Change
- Collaborating
- Attending to Detail
- Using Sound Methodology

Communication Skills

- Written
- Oral
- Presentation
- Listening

Leadership Skills

- Outcome Focused
- Planning and Organizing
- Coaching and Training
- Setting Goals and Objectives
- Evaluating Performance
- Accountability
- Conducting Meetings
- Involvement in Activities

Technical Skills

- Computer Applications
- Database Management
- Spreadsheet Development
- Word Processing
- Computer Programming/Other Job Specific Technical Competencies

Strategies for Developing Career Competencies

- Make informed choices about your degree and major. Choose a program that puts you on the path to your desired career. Don't assume that a degree guarantees a career. Work to develop the skills employers seek.
- Keep your grades up.
- Seek out mentors in your field; Network with anyone who could possibly help you in your future career.
- Participate actively in campus and community activities; Attend leadership workshops; Hold leadership positions.
- Take courses that help you to develop your communication skills. In addition, realize that your choice of an email user name and voice mail message says something about your communication skills: keep it professional.
- Seek out courses and workshops to further develop technical skills relevant to your field of study.
- Ensure that your resume and cover letter are error free; Consult CES for assistance before using your resume.
- Develop top notch interview skills; Schedule a mock interview with CES before you go on any real interview.
- Be able to give specific examples during an interview of the competencies listed above.
- Save samples of your work and start building a portfolio; Concentrate on your very best work and choose examples that illustrate the competencies listed above.
- Recognize that employers conduct both criminal background checks and credit checks. Make sure that your background demonstrates ethical and responsible behavior; Speak with CES about strategies for overcoming past difficulties.
- Complete *at least one* **INTERNSHIP** relevant to your field of study. Employers require previous experience.